

Recruitment Table 1
November 3, 2005

-Variations-

- 1- Approval comes from region 1 Division Director. **24 hrs.**
 - Agency policy- UDOT, DHS, Corrections, DNR
 - **Blue dot**
- 2- Executive Director approval in addition to Division Director approval. **24 hrs.**
 - Agency policy - Tax/ UDAF/ Commerce/DHRM
 - **Blue dot**
- 3- Division Director and Admin Services Director approval. **24 hrs.**
 - Agency policy - DPS
 - **Blue dot**
- 4- Second level position approved by DHRM. **48 hrs.**
 - Agency policy - Commerce, Agriculture
 - **Blue dot**
- 5- All requests must be in by Wednesday to be posted for that week. **Up to 7 days.**
 - Agency policy - UDOT
 - **Blue dot**
- 6- Agency specific required forms. **2 days.**
 - Agency policy - UDOT, DNR, Commerce
 - **Blue dot**
- 7- Check RIF list before creating requisition. **1 hr.**
 - DHRM requirement - **Orange dot**
- 7a- Agency preference - Hard copy letter- AG/ Commerce/ DHRM
 - **Green dot**
- 7b- Agency preference - Phone call- Tax/UDOT/Correct
 - **Green dot**
- 7c-Agency preference - Email- UDOT/DHS
 - **Green dot**
- 8- Vets preference- submit DD214 during the review step.
 - Agency policy- Agriculture
 - **Blue dot**
- 9- Pre- interview exam (i.e. spelling, math, typing)
 - Agency preference- Tax, corrections, DHS
 - **Green dot**

- 10- Input from hiring official on applicant review
 - Agency preference- DNR, Tax, UDOT, Agriculture, DHRM, DPS
 - Green dot
- 11- Resumes converted to a Word document for hiring official. 1 day.
 - Agency preference- Tax, UDOT, Agriculture, Corrections
 - Green dot
- 12- Applicants required to cut/ paste to application.
 - Agency policy- UDOT, DHS, Agriculture
 - Blue dot
- 13- Exam prior to interview. 5 days.
 - Agency preference- DPS, DHS, SNR, Corrections
 - Green dot
 - 13a- Agency policy- UDOT
 - Blue dot
- 14- Hiring official submits questions for HR review/ approval. 1/2 day.
 - Agency policy- Corrections, DNR, DHS, DPS, Agriculture
 - Blue dot
- 15- HR sits in on every interview
 - Agency policy- Agriculture
 - Blue dot
- 16- Exam during interview process. Same positions.
 - Agency policy- Commerce, DHRM, UDOT, DNR, Agriculture, DPS, Tax, Corrections, DHS.
 - Blue dot
- 17- Some Agencies use panels for all positions.
 - Agency policy- UDOT, DOC, DPS, Agriculture, DHS, Tax, DNR
 - Green dot
- 18- Hiring officials in some agencies check employment references- NOT HR- 3 days for both.
 - Agency policy- UDOT, DOC, Commerce
 - Agency preference- DPS, DHS, Tax, DNR.
 - Green dot
 - Blue dot
- 19- Criminal background check before hiring offer is made. 1/2 day.

- Agency policy- DOC
 - Blue dot

20- On some positions 2nd interview with Division Director, Executive Director. After reference check. 5 days.

- Agency preference- DNR, UDOT, DOC
 - Green dot

21- For some positions, second interview for top applicants. 3-5 days.

- Agency preference- DHRM, DHS, DPS, Agriculture, DNR, UDOT, DOC, Tax, Commerce.
 - Green dot

22- Hiring list sent to hiring official electronically only.

- Agency policy- UDOT
 - Green dot

23- Complete background investigation on some positions prior to offer. 2 weeks.

- Agency policy- DPS
 - Blue dot

24- Some agencies do not notify applicants not being interviewed. 1 day.

- Agency preference- Commerce, DHRM, DHS
 - Green dot

25- Notification of non- selected occurs after interviews and before offer is accepted.

- Agency preference- UDOT
 - Green dot

26- Some agencies have hiring official send out "non-select" letters

- Agency preference- UDOT, Commerce, DNR
 - Green dot

27- Some agencies send confirmation letter to selected applicant. 1/2 day.

- Agency policy- Tax, UDOT, DOC
 - Blue dot

28- Some agencies send offer confirmation on some jobs not all. 1/2 day.

- Agency preference- Agriculture, DPS, commerce
 - Green dot

29- UDOT must do EEOC analysis on recruitment as part of requisition close out statutory (Feds) 1/2 day.

- UDOT

- Orange dot

30- UDOT requires 10 day posting for recruitment.

- Blue dot

31- Some agencies send letters (HR) only. 3-5 days.

- Agency preference- DPS, DHS
 - Green dot

32- Hiring official sends letters only to scheduled interviews. 3-5 days.

- Agency preference- UDOT, DHS
 - Green dot